

When grant opportunities were published, a Definition of Terms was included in the [Introduction, Instructions and Process](#). The same definitions are reproduced here to help with writing the final report.

## Definitions of Terms

The following are definitions for terms used in the LORI Grant Program application. For additional help, see the [Grants.gov online glossary](#)

**Activities:** Actions through which the objectives and goals of a grant are accomplished and deliverables are created.

**Allowable Costs:** Determination of costs allowable under a federal award or subgrant is made in accordance with the government-wide cost principles in the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in [2 CFR Part 200](#). Refer to the [IMLS Tip Sheet for Allowable Costs](#), or contact OLIS if you have questions about allowable costs.

**Anecdotal reports:** Can be obtained through interviews with or open-ended surveys completed by project participants. An anecdote is a brief description of a participant's response, not necessarily based on objective information.

**Cash Match:** Includes direct costs committed by the applicant or partner organization and sponsoring organizations, to the extent that such costs are committed as part of the grant funded project. It does not include overhead costs or in-kind contributions and is generally a local investment of funds into a project. A cash match includes a recipient's cash outlay, including the outlay of money contributed to the recipient by third parties. Funds used for a cash match cannot be included as contributions for any other award or grant; are not from another federal award (unless authorized); and are necessary and reasonable for accomplishment of project or program objectives.

When cash match is used for personnel costs/the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable and provided these services employ the same skill(s) for which the employee is normally paid. (See also 2 CFR 200.36)

**Consultant Fees:** Includes all projected expenses related to acquiring the services of a consultant for a specific activity within the project. Costs may include fees, travel expenses and accommodation, and support services obtained directly from the consultant. Describe the expertise of the consultant along with their expected actions/contributions to the project. If a consultant will be paid with grant funds, the applicant should have a written agreement with the consultant defining scope of work and payment.

**Data sources:** Tools, documents and locations for information that will demonstrate what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.)

**Evaluation plan:** A clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

**Equipment:** Include any projected acquisitions of equipment with useful life of more than one year. Equipment with a per unit acquisition cost which equals or exceeds \$5,000.00 must be listed separately. Purchase of a single piece of equipment over \$5,000.00 requires prior approval by OLIS.

**Goals:** Goals are broad but clear statements that articulate the desired result of our efforts. Goals should be specific, measurable, attainable (achievable), relevant, and time-bound (SMART). Activities are specific and concrete actions that constitute the plan to achieve the goal.

**Needs Statement:** Describes a specific need or needs and serves as the basis for a project or plan. Needs should be identified through an assessment of the community, library, or other stakeholders and supported by additional evidence, such as community data and statistics, subject research (formal or informal), the library's prior experiences, or a project partner's experiences. The Needs Statement should align with LORI Grant Program priorities.

**Other Operational Expenses:** Include allowable costs. Contact OLIS with questions.

**Outcomes:** Knowledge transferred, or behaviors changed, that is, the good that is done as evidenced by the target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life conditions brought about by experiencing a program. Outcomes may be immediate, intermediate, or long-term. Outcomes rarely include institutional benefits.

**Outputs:** the amount of something produced, that is, how much is done. Outputs are measurable or countable.

**What are the differences between outputs and outcomes?** Outputs are measures of the volume of a program's activity: products created or delivered, number of people served, activities and services carried out. Think of outputs as the "things" piece of evaluation. Outputs are almost always numbers: the number of loans, the number of ILLs, the number of attendees, the number of publications, or the number of times a workshop was presented. Outcomes are the "people" or the "so what" piece - what happened because of the outputs.

Some examples of Outputs:

- 20 individuals completed training
- 4 workshops were held

Some examples of Outcomes:

- Through Connected Learning, youth can confidently use maker space tools to create tangible content based on their own designs
- Library staff have the skills to creatively engage patrons in library programming

Anecdotal reports may be used to support Outcomes.

**Personnel Costs:** When used for “Cash Match,” include all projected salaries, wages and fringe benefits paid to staff who are directly contributing to this project. Include position titles and number of FTEs, but not personal names.

When included in the Grant Request category in the budget, do not include funds used to pay current library staff, except in the case of part-time staff who will be working additional hours and solely on the grant project. The personnel costs category is valid only for staff being paid through the library’s regular payroll process. Any other project staff should be listed as a consultant.

**Program:** Activities and services leading toward independent outcomes. Programs generally have a definite beginning and end. However, they are designed to change attitudes, behaviors, knowledge; or to increase skills and abilities based on assumed need.

**Project purpose:** Relates to the organization's mission statement (or long-range plan) and defines the audience, outcomes, and services. The project purpose is driven by the needs statement.

**Services:** Includes subscriptions, training or registration fees. Also includes cost of services provided by a contractor or a vendor. A contracted service differs from a consultant: a consultant is paid for expertise; a service is a one time or ongoing provision of goods or services.

**Supplies/Materials:** Includes all projected costs for supplies and materials that will be purchased specifically for project use other than those described in Equipment. Include software, if a single expenditure results in a perpetual license for the product; otherwise software is a service.

**Travel:** Includes all transportation, accommodations, meals, etc. Expenses must be directly related to the project activities and must be incurred by staff working on the project. Project the number of travelers expected. It cannot include project staff or consultant commuting from home to the grantee’s main facility. Mileage should be calculated at the federal rate in place at the time of travel.